

# **Schedule 51**

## **POWER REVIEW BOARD**

**JUNE 5, 1989**

Nebraska Records Management Division  
440 South 8<sup>th</sup> Street, Suite 210  
Lincoln, NE 68508  
(402) 471-2559

**REQUEST FOR APPROVAL OF RECORDS RETENTION  
AND DISPOSITION SCHEDULE**

<b>TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA</b>	SCHEDULE NUMBER
	51
	AGENCY, BOARD OR COMMISSION
	<b>POWER REVIEW BOARD</b>
	DIVISION, BUREAU OR OTHER UNIT
	Supersedes Edition of December 17, 1985

**PART I — AGENCY STATEMENT**

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.	
SIGNATURE	<i>Gary D. Gustafson</i>
TITLE	<i>Ex. Director</i>
DATE	<i>5-24-89</i>

**PART II — ARCHIVAL APPROVAL**

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.	
SIGNATURE	DATE
<i>Shirley L. Danube</i>	<i>31 May 1989</i>
STATE ARCHIVIST	

**PART III — APPROVAL BY STATE RECORDS ADMINISTRATOR**

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.	
SIGNATURE	DATE
<i>Allen Beermann</i>	<i>June 5, 1989</i>
ADMINISTRATOR	

## **INSTRUCTIONS FOR USING THIS SCHEDULE**

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

### **DISPOSING OF RECORDS**

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

**Please remember to retain the blank form for future use.**

### **NON-SCHEDULED RECORDS**

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

### **SCHEDULE UPDATE**

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

### **QUESTIONS**

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division  
440 South 8th Street, Suite 210  
Lincoln, NE 68508-2294  
402-471-2559**

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## **SCHEDULE 51 – POWER REVIEW BOARD**

### **51-1      ADMINISTRATIVE RECORDS**

#### **51-1-2      COMPLAINT FILE**

**COMPLAINTS ACTED UPON:** ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals.  
SECURITY MICROFILM: Transfer to the State Archives; retain permanently.  
MICROFILM WORK COPY: Retain permanently.

**COMPLAINTS NOT ACTED UPON:** Dispose of after 2 years.

#### **51-1-3      MEETING SCHEDULE**

Schedule of meetings held by board members and executive secretary.  
**Dispose of after 1 year.**

#### **51-1-4      POWER REVIEW BOARD HEARINGS**

Exhibits or transcripts of hearings held with regard to complaints and disputes between public power entities over construction and allocation of rights.  
**ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals.**  
**SECURITY MICROFILM: Transfer to the State Archives; retain permanently.**  
**MICROFILM WORK COPY: Retain permanently.**

### **51-2      GENERAL RECORDS**

#### **51-2-1      AMENDMENT TO PETITION OF CREATION**

Copies of Public Power District "Amendments to Petitions of Creation" are submitted to the Power Review Board because they may detail changes which will affect service area agreements.  
**ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals.**  
**SECURITY MICROFILM: Transfer to the State Archives; retain permanently.**  
**MICROFILM WORK COPY: Retain permanently.**

#### **51-2-2      APPLICATION FILE FOR AUTHORITY TO CONSTRUCT - WORK FILE**

Applications are filed numerically. File may include "Application for Authority to Construct an Electric Transmission Line and/or Related Facilities", "Application for Authority to Construct Electrical Generation Facilities and/or Related Facilities", "Consent and Waiver" (NPRB-3), complaints, protests, reply, exhibits (maps), notice of hearing, cross application notation, order by the board, correspondence, appeals to the Supreme Court and ORDER OF APPROVAL.  
**ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals.**  
**SECURITY MICROFILM: Transfer to the State Archives; retain permanently.**  
**MICROFILM WORK COPY: Retain permanently.**

**51-2-3 APPLICATION FOR TRANSMISSION LINES (PRIOR TO THE ESTABLISHMENT OF THE POWER REVIEW BOARD)**

**ORIGINAL RECORD:** Retain permanently; OR, microfilm and destroy originals.

**SECURITY MICROFILM:** Transfer to the State Archives; retain permanently.

**MICROFILM WORK COPY:** Retain permanently.

**51-2-4 APPLICATION LOGBOOK**

Records each application, complaint, etc. as it enters the office. It also lists the final action related to that document.

**ORIGINAL RECORD:** Retain permanently; OR, microfilm and destroy originals.

**SECURITY MICROFILM:** Transfer to the State Archives; retain permanently.

**MICROFILM WORK COPY:** Retain permanently.

**51-2-5 ASSESSMENT CARD FILE**

Card maintained on each public power entity. Information includes the gross revenue for the fiscal year and date assessment paid.

**Dispose of 5 years after last entry on card, provided audit has been completed.<sup>1</sup>**

**51-2-6 ASSESSMENT CERTIFICATE**

Certificates are submitted annually by public power entity to the board reporting their gross income for assessment purposes.

**Dispose of after 5 years provided audit has been completed.<sup>1</sup>**

**51-2-7 ORDER OF APPROVAL (COPY)**

Approval of applications for transmission lines and generation facilities to the board.

Original filed in APPLICATION FILE FOR AUTHORITY TO CONSTRUCT - WORK FILE.

Copy is retained separately for security.

**Dispose of after APPLICATION FILE FOR AUTHORITY TO CONSTRUCT - WORK FILE has been microfilmed.**

**51-2-8 PETITION OF CREATION**

Petitions creating original public power districts. Originals were filed with Water Resources and then transferred to Power Review Board, October 1, 1981. Were microfilmed under Microfilm Project No. 3122, dated April 18, 1977, with Surface Water Right records.

**ORIGINAL RECORD:** Retain permanently or transfer to the State Archives when no longer of reference value; retain permanently.

**SECURITY MICROFILM:** Transfer to the State Archives; retain permanently.

**51-2-9 POWER FAILURE FILE**

Investigation and recommendation file pertaining to the July 11, 1966, power outage affecting most of Nebraska.

**Transfer to the State Archives when no longer of reference value; retain permanently.**

#### **51-2-10 PUBLIC POWER DISTRICT GENERAL FILES**

Will include annual reports which the public power entity is required to file. Also includes maps and general correspondence.

**Dispose of after 5 years subject to review by the State Archivist before disposal for possible accession.**

#### **51-2-11 RATE FILE**

Each public power entity files a schedule of rates which are currently in effect for each type of customer.

**Dispose of after superseded.**

#### **51-2-12 RETAIL SERVICE AREA AGREEMENTS**

Each public power entity has a file containing a service agreement with an adjoining entity. Documents include: application, map, "Service Area Agreements" (NPRB-4), certificates of approval, notices of hearings, orders resulting from board hearings and a check list of items contained in the file.

**ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals.**

**SECURITY MICROFILM: Transfer to the State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

#### **51-2-13 SERVICE AREA AGREEMENT CARDS**

Cards list numbered service area agreements maintained by each public power entity.

**Dispose of after superseded.**

#### **51-2-14 TRANSFER FILE**

Legal filing made with the Power Review Board indicating that a transfer of a service area has been made from one public power entity to another.

**ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals.**

**SECURITY MICROFILM: Transfer to the State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

#### **51-2-15 WHOLESALE SERVICE AREA AGREEMENTS**

Agreements maintained with other agencies for resale of electrical services. File includes application, map, "Service Area Agreement" (NPRB-4), certificate of approval, notice of hearing, order resulting from board hearing and a checklist of items contained in the files.

**ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals.**

**SECURITY MICROFILM: Transfer to the State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

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### **NOTES**

1. These records may be disposed of after the required retention period, provided the audit has been completed with the audit report released and all related audit comments resolved. Check with the organization that performed the audit, and, if applicable, the Federal cognizant agency if there is a question whether resolution is complete.

## RECORDS DISPOSITION REPORT

<b>TO: SECRETARY OF STATE</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>440 S. 8<sup>TH</sup> STREET SUITE 210</b> <b>LINCOLN, NE 68508-2294</b>	AGENCY
	DIVISION
	SUB-DIVISION

### REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

### OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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**SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.**

RMA 03006D



## **VOLUME ESTIMATING GUIDE**

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK  
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS  
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size .....	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size .....	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet